ETRAKIT USER GUIDE

INSTRUCTIONS FOR
CONTRACTORS AND DESIGN
PROFESSIONALS

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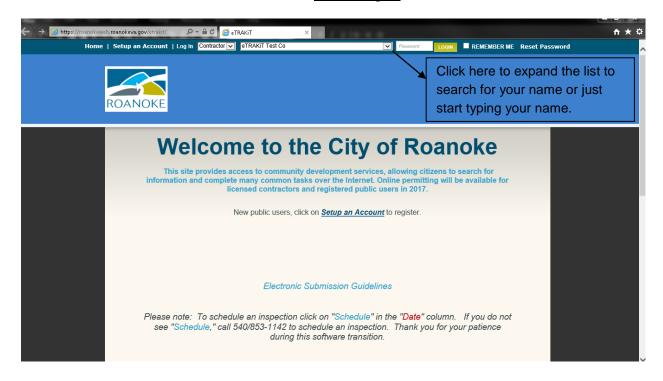
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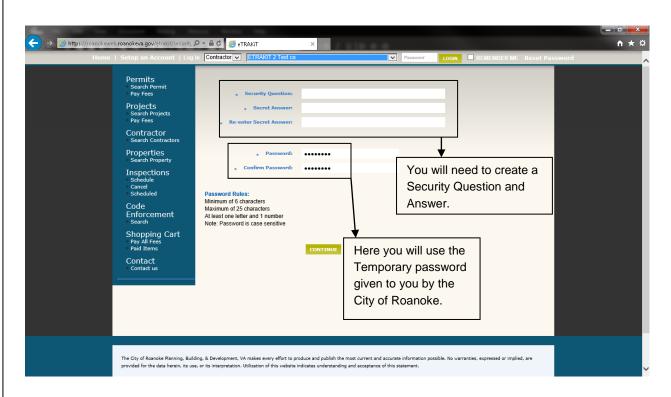
INSTRUCTIONS
ON THE USE OF
THE CITY OF
ROANOKE'S
ETRAKIT
ONLINE
PERMITTING
SYSTEM



GETTING STARTED IN ETRAKIT

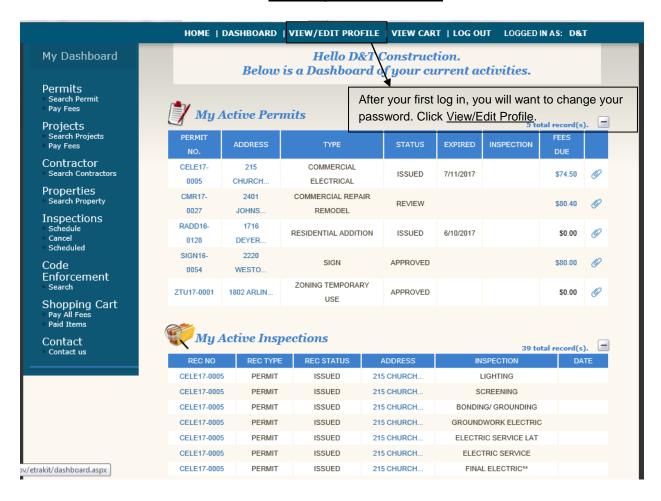
Initial Log In

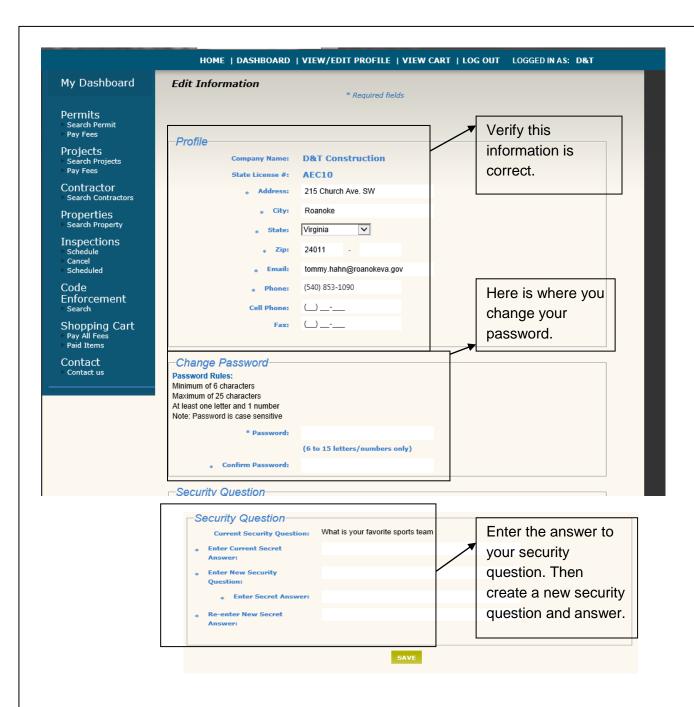




View/Edit Profile

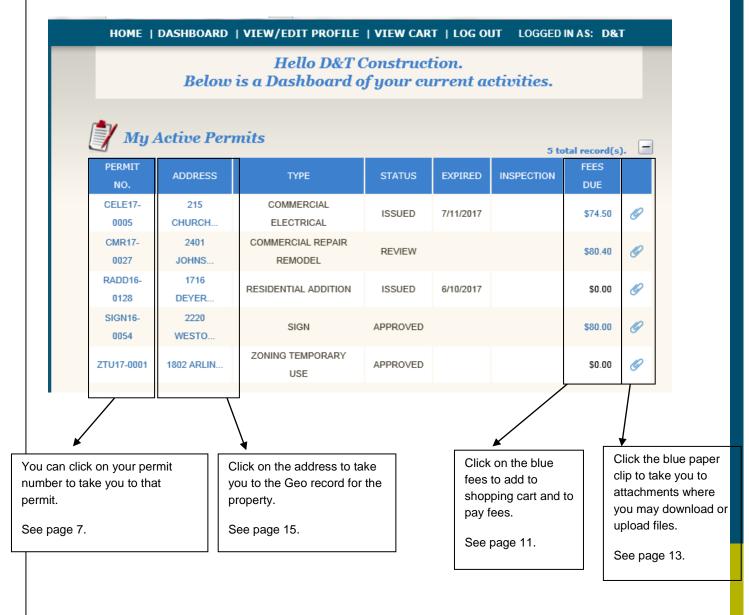
Change Password





Identifying and Navigating the Dashboard

First: My Active Permits

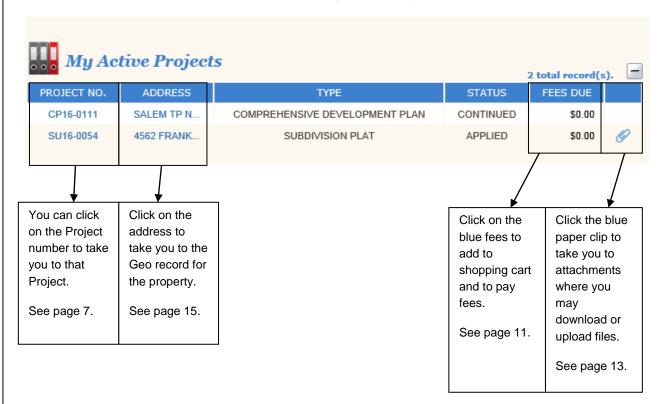


Second: My Active Inspections

My Active Inspections				39 total record(s).	
REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
CELE17-0005	PERMIT	ISSUED	215 CHURCH	LIGHTING	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	SCREENING	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	BONDING/ GROUNDING	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	GROUNDWORK ELECTRIC	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	ELECTRIC SERVICE LAT	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	ELECTRIC SERVICE	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	FINAL ELECTRIC**	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	FINAL SITE	
CELE17-0005	PERMIT	ISSUED	215 CHURCH	HISTORIC FINAL	
CMR17-0027	PERMIT	REVIEW	2401 JOHNS	FINAL BUILDING	
CMR17-0027	PERMIT	REVIEW	2401 JOHNS	BUILDING CO SIGN OFF	
CMR17-0027	PERMIT	REVIEW	2401 JOHNS	FIELD CO SIGNOFF	
CMR17-0027	PERMIT	REVIEW	2401 JOHNS	FINAL CO SIGNOFF**	
CMR17-0027	PERMIT	REVIEW	2401 JOHNS	ZONING CO SIGN OFF	
RADD16-0128	PERMIT	ISSUED	1716 DEYER	FINAL SITE	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	LIGHTING	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R BUILDING WRAP	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R DRAFT STOP/FIRE STOP	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R DRANTILE/FND COATING	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R FINAL BUILDING**	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R FINAL ELECTRIC	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R FINAL GAS	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R FINAL HVAC	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R FINAL PLUMBING	Schedu
RADD16-0128	PERMIT	ISSUED	1716 DEYER	R FINAL RADON	Schedu

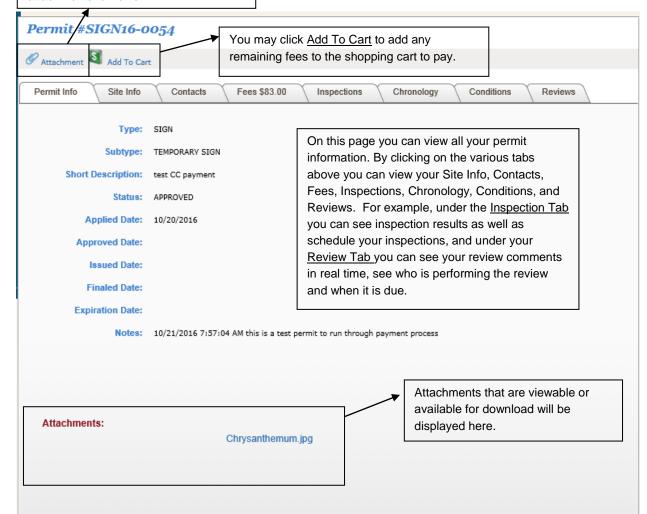
Under the Active Inspections screen you can click the permit number to take you to that permit or the address to take you to the Geo screen for parcel information. From here you may also schedule your inspection by clicking on <u>Schedule</u> next to the inspection you need, you may only schedule an inspection on issued permits any other status, such as review or approved as examples you can not schedule inspections. If <u>Schedule</u> is not there for an issued permit, please call 540-853-1142.

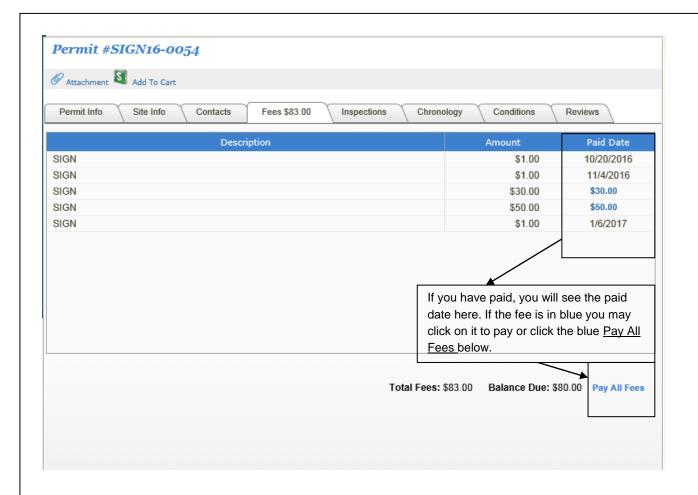
Third: My Active Projects

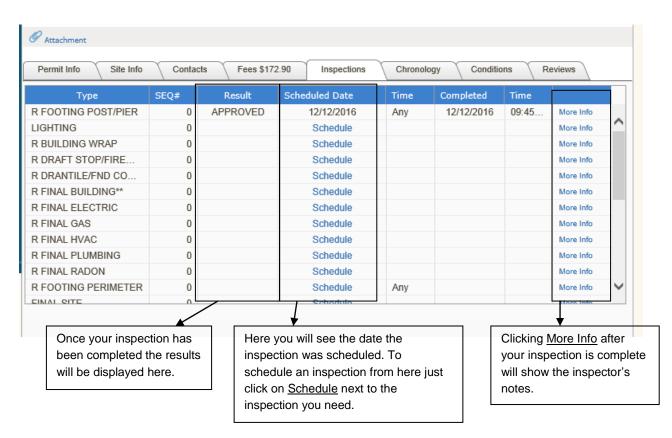


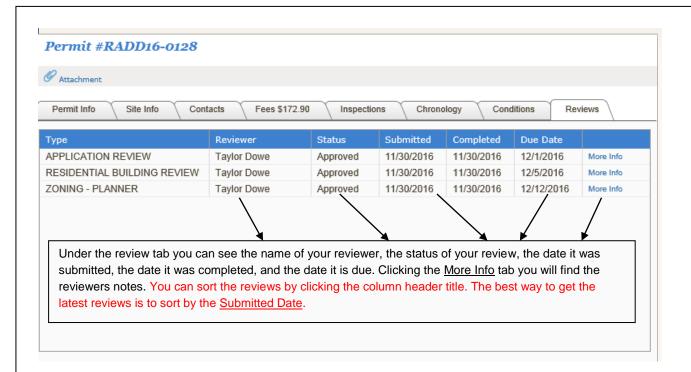
Identify and Navigate the Permit Link

Click the paper clip to access your attachment as well as to upload any attachments for review.

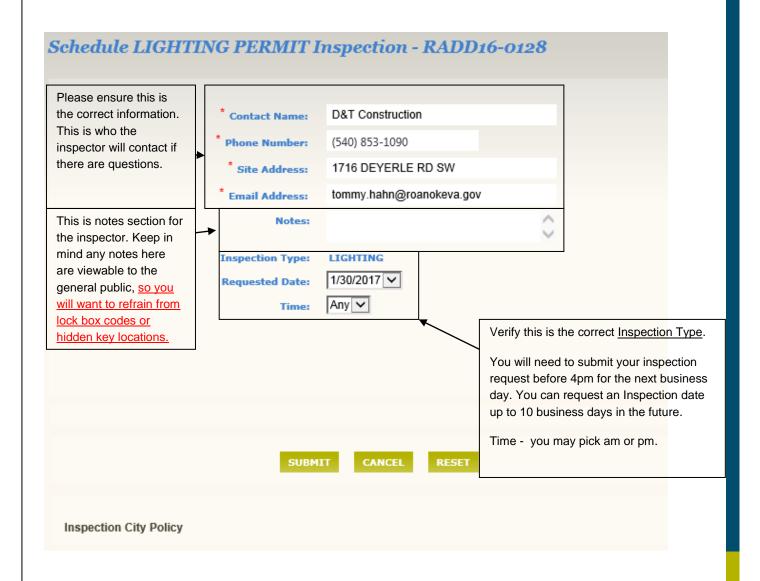








Scheduling an Inspection

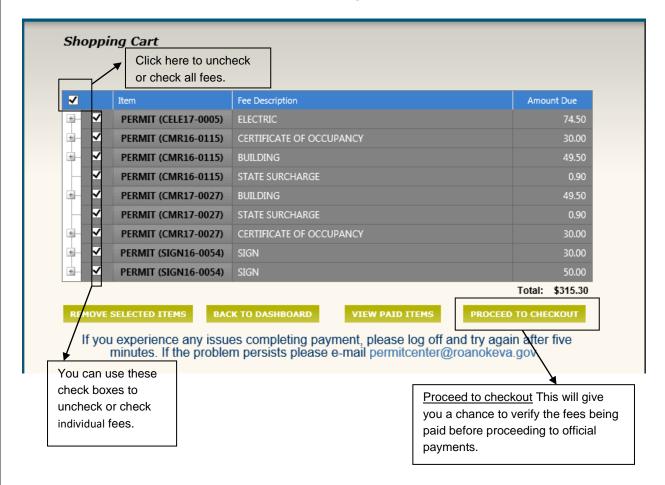


Canceling an Inspection



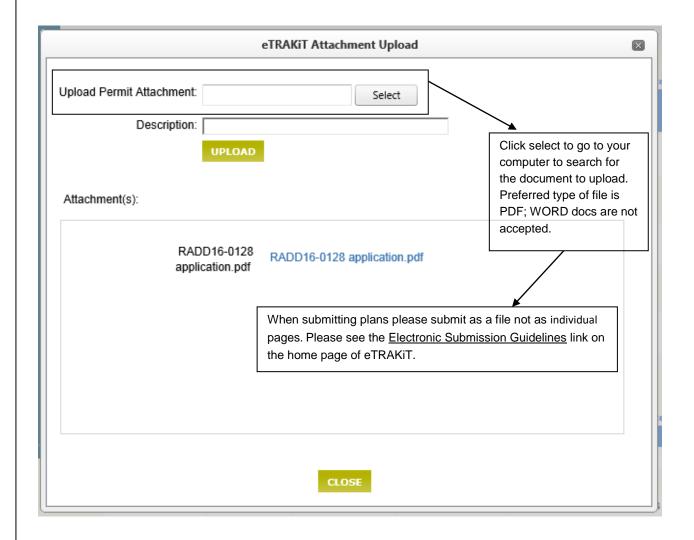
If you need to cancel your inspection, click the x to cancel as late as 6am the day of your inspection. If you cancel after 4:15pm the day before your inspection it is recommended that you call your inspector to let him know.

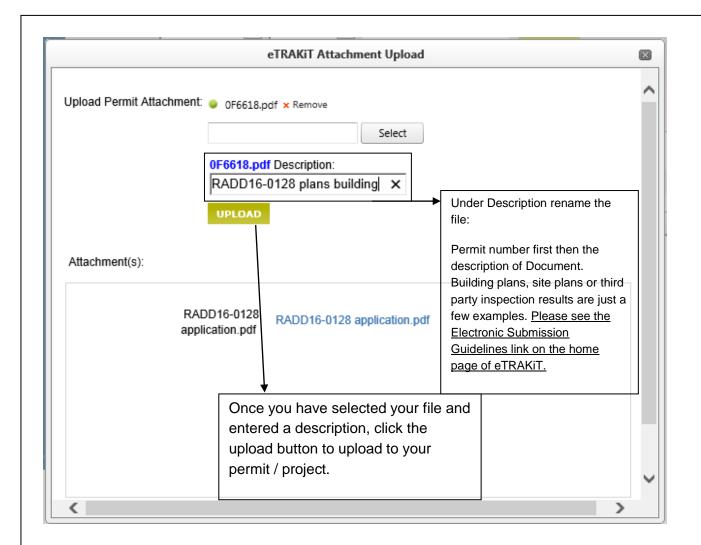
Paying Fees



Checkout Summary **PERMIT** (SIGN16-0054) 2220 WESTOVER AVE SW SIGN TEMPORARY SIGN FEE \$30.00 SIGN **ZONING PERMIT FEE FOR SIGNS** \$50.00 Total Fees: \$80.00 Total: \$80.00 BACK TO SHOPPING CART PROCEED TO PAYMENT This will redirect you from eTRAKIT to Official Payments. You will need to follow the instructions to complete payment. Please print and save a copy of the receipt for your records.

Uploading of Documents





Parcel Link

